

# Maine Human Resources Office

## Technician Vacancy Announcement Guide

### **Background of the Technician Program.**

The Maine National Guard Technician Program is Federal Civil Service employment. Positions are available in the General Schedule (GS) and Federal Wage System (WG/WL/WS) areas. General Schedule positions are administrative in nature (white collar) whereas Federal Wage System positions are maintenance oriented (blue collar). Federal Technician positions have qualifications standards directed by the Office of Personnel Management (OPM) and the National Guard Bureau (NGB). These standards cannot be changed. If you are interested in applying for a job, you must “sell yourself”. It is **YOUR** responsibility to prove to the Human Resources Office, through your application, that you qualify for a job and should receive an interview.

### **Basic Information Listed on Position Vacancy Announcements.**

- **Vacancy Announcement number:** This number is located at the top of the announcement.
- **Closing Date:** The application must be received by close of business on this date in order to be considered for the job.
- **Position (Title/Series/Grade):** Job vacancy name.
- **Location:** Work location.
- **Area of Consideration:**
  - AREA I** - All permanent and indefinite excepted technicians in the Maine Army or Air National Guard, as applicable.
  - AREA II** - All members of the Maine Army or Air National Guard, as applicable, to include AGR personnel.
  - AREA III** - Personnel eligible for membership in the Maine Army or Air National Guard, as applicable.
  - AREA IV** - All permanent competitive (non dual status) technicians of the Maine Army or Air National Guard, as applicable (for competitive positions). In some instances this area can be the only Area of Consideration for on-board Non-Dual Status employees.
  - AREA V** - Applicants from outside the organization. This includes individuals on an OPM certificate and those eligible for reinstatement due to prior competitive status.

- **Type of Appointment:** Excepted Service positions require military Membership(Dual Status) in the Maine Air or Army National Guard as a condition of employment. Excepted service(Dual Status) technicians wear the appropriate military uniform. Competitive Service(Non-Dual Status) positions do not require military membership, but NGB does not allow states to add new competitive(non-dual status) employees.
- **Military Requirement:** The position will dictate one or more of the following military requirements as Officer and/or Warrant Officer(Army only) and/or Enlisted.
- **Salary:** Range of salary for the applicable position from initial step rate to the highest step rate.
- **Qualification Requirements:** Listed in more detail below

## **The Application Process – Five Critical Steps.**

### **Step 1: Do your homework.**

The key to a strong package is attention to the Technician job announcement. Review the vacancy announcement carefully. The announcement summarizes the general and specialized experience, the minimum educational, work and licensing requirements and lists the Knowledge, Skills, and Abilities (KSAs) essential to the position. Individuals must meet the mandatory qualifications and indicate how they meet these qualifications. HRO will not consider any other source material to determine how you meet the mandatory criteria. Failure to do so will result in the application being returned as not qualified. In order to hire you, we must be provided information on your education, work experience, and personal background. This information will be used to determine if you are qualified for a technician vacancy.

### **STEP 2: Decide how you will apply. (Any Option is acceptable.)**

*Applications forwarded to HRO should be **no more than eight (8) pages** although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA.*

### **+ THREE APPLICATION OPTIONS (Focusing on education and experience)**

- **Option 1: Use the Optional Form 612 (OF-612).** The Application for Federal Employment OF-612 is a two-paged form with 18 questions

on citizenship, veteran's preference (veteran's preference is not applicable to National Guard technicians), experience, education and skills.

- **Option 2: Use the Standard Form 171 (SF-171).** The SF-171 form is optional.

- **Option 3: Write a Resume** – The resume should be in the basic format below and must include all information listed or the resume will be disqualified:

## **SAMPLE RESUME FORMAT**

**Announcement Number:** (Example: 02-155)

**Job Title and Grade:** (Example: Computer Specialist)

**Name:** (Last name, first name, full middle name) **Military Rank:**

**Unit:** **Military Membership Status:**

**Other names ever used (maiden, etc):**

**Mailing address:**

**Day/Evening phone numbers:** use area codes (include pagers/cell phones)

**Social Security Number:**

**Country of Citizenship:**

**Date of Birth:**

**Federal Civil Service:**

If you have prior Federal Civil Service or are a current Civil Service Employee, list the title, series, grade and inclusive dates of your highest grade held. Example: Military Personnel Technician, GS-0204-07, 11 Jan 82 – 30 Nov 83.

**Education:**

High School: Name, city and state of last high school attended, and year of graduation or GED

College/University: Name, city, and state, Major(s), type of degree and year granted. If no degree was earned, show number of semester or quarter hrs completed.

**Work experience:**

Include the following information for any paid or non-paid work experience that is related to the job for which you are applying. Include your experience as a traditional guard member. List each job separately.

Job Title: (if Federal Civil Service, include Pay Plan, Series, and Grade)

Employer or Organization, name and address:

Supervisor's name and phone number:

Starting and ending dates of employment: **(Month & Year)**

Average number of hours per week (or month):

Current Salary:

Indicate if we may contact your current supervisor.

Job Description or Summary of Duties: Describe the work you did, skills acquired (typing, computer input, etc.) and any certifications or licenses earned (A & P, CPA, engineering certifications, etc.).

**Other Qualifications:**

1. Job related training courses (title with start and end date).
2. Job related skills (other languages, computer hardware/software, tools, machinery, typing speed).
3. Job related certificates and licenses, i.e. valid drivers license, (current only).
4. Job related honors, awards, and special accomplishments, leadership activities, public speaking, or Incentive awards, (give dates but do not send documents unless requested).

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Signature Date

Applicants must sign their resume certifying to the accuracy of all information provided. (If you make a false statement in any parts of your application, you may not be hired, or you may be fired after you begin work. Also, you may be fined or incarcerated.)

- If you are male, over age 18 and born after Dec 31, 1959, you must be registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- If you are receiving a Federal annuity (military or civilian) your salary or annuity may be reduced if you take a Federal job.
- Also, if you take a Federal job, you must pay delinquent debts, or your agency may garnish your salary.
- Veteran's preference in hiring does not apply to the National Guard.

**STEP 3: Make sure everything is in your package.**

**General and Specialized Qualification Requirements:** Each position requires a minimum number of months of specialized experience (paid or unpaid) in order to be minimally qualified for the position. The experience listed will be used to determine qualifications. It is important to give a complete and detailed description of specific duties, responsibilities, and accomplishments for each position held applicable to the job. Use month and year dates to indicate the amount of experience, i. e, MM/YY to MM/YY. If you held a position where you performed more than one type of work, you

should estimate the percentage of time you spent performing each type of work. Use your own words to describe your work experience rather than past job descriptions. While it is important that you provide as much information about your qualifications as possible, it is equally important to keep your application free of unnecessary materials.

- **DO NOT** submit position descriptions.
- **DO NOT** submit letters of recommendation or achievement.
- **DO NOT** use appraisals or standards as proof of experience.
- **DO** list job related training courses (title and from and to dates i.e. month/year).
- **DO** list job related skills (other languages, computer hardware/software, tools, machinery, typing speed, possess valid driver's license).
- **DO** list job-related certificates and professional licenses (current only)
- **DO** list job-related honors, awards, and special accomplishments (leadership activities, public speaking, Incentive awards) (indicate dates but do not submit documents unless requested)
- **DO** list appraisal ratings for the past three years.

If additional space is required to complete any item on the application, a blank sheet of 8 ½ X 11 ' paper can be used. Remember to include your name and announcement number on each sheet.

**Rating Factors – Knowledge, Skills, and Abilities (KSAs):** Members who meet the general and specialized qualifications requirements will be further evaluated based on the KSAs, which are considered essential to perform the duties and responsibilities of this position. KSAs must be addressed by the applicant on their application in order to be considered for the position. It is recommended to complete separate sheets addressing KSAs so that the members' experience is clearly explained.

Example of KSA #1:

- Civilian experience: Enter when, where, job title, complete description of work experience that provided that KSA.
- Active duty experience: Enter when, where, job title, complete description of work experience that provided that KSA.
- National Guard traditional experience: Enter when, where, job title, complete description of work experience that provided that KSA.

Remaining KSAs (same format)

**Substitution of Education for Specialized Experience:** Certain positions allow for substitution of education for experience. Appropriate college transcripts **must** be submitted with application if specified by the vacancy announcement. However, do not include copies of Certificates of Training unless specifically requested in the vacancy announcement.

**Other Qualification Requirements:** If required on the vacancy announcement, applicants for the position must also list and certify other characteristics required such as engineering certifications, typing speed, valid drivers license, CDL, etc.

**STEP 4:** Get a second set of eyes to review your package. Utilize the checklist included in this guide (page 7).

**STEP 5:** Make sure you e-mail, mail, fax, or hand carry your application to arrive at HRO **by the close of business on the closing date.** *Applications submitted via government fax machine or in a postage paid government mailer or envelope will not be accepted.*

Applications via e-mail are highly encouraged.

Please e-mail all applications to: [nq.me.mearng.list.hro-applications@mail.mil](mailto:nq.me.mearng.list.hro-applications@mail.mil) .  
Feel free to contact the HRO staff at any point during the application process if you have questions at the following locations:

- Augusta: MSG Craig Bailey: (HR Specialist- Staffing/Classification)

e-mail: [craig.p.bailey.mil@mail.mil](mailto:craig.p.bailey.mil@mail.mil)

Comm (207) 430-6017

SGT Katherine Small

e-mail: [katherine.l.small4.mil@mail.mil](mailto:katherine.l.small4.mil@mail.mil)

Comm (207) 430-6011

### **Hiring Process:**

Upon receipt, all applications are placed in the position vacancy announcement file. After the closing date, it will be reviewed by the Personnel Staffing Specialist to determine minimum qualifications. Qualified candidates packages will be forwarded to the nominating official to conduct the selection process in accordance with the Merit Placement Plan and Labor-Management Contract. A review of applications will be conducted to determine qualified candidates. A personal interview will be conducted. Applications of non-selected applicants will not be returned, and will not be transferred to another vacancy file. A new application must be submitted for each vacancy announcement.

### **Conditions of Employment:**

After an applicant is selected for a position and prior to the applicant being placed in the technician position, he or she must become a member of the Maine Air or Army National Guard.

1. Wearing of the military uniform is required.
2. Requirement to participate in the Direct Deposit / Electronic Fund Transfer Program.
3. Applicant will not be approved for appointment until the appropriate physical

examination is completed. (This only applies to Specific Army positions identified and stated on job announcements.)

4. Assignment to a compatible military position is determined on a case by case basis.

## ***Vacancy Announcement Application Checklist***

### **Check-Off Questions for Review**

- ☐ ☐ Neat and carefully prepared package? *No binders or covers.*
- ☐ ☐ Is the position open to your military rank or category (officer, WO, enlisted)?  
(Enlisted applying for officer positions must provide evidence of eligibility – degree, age, and qualifications)
- ☐ ☐ Are you within the area of consideration?
- ☐ ☐ Is the job title and announcement number on your application?
- ☐ ☐ If applicable, did you include your series and grade beside your job title in the WORK EXPERIENCE section? (i.e. WG-8852-10, etc.)
- ☐ ☐ Clear and detailed description of duties and responsibilities?
- ☐ ☐ Customized application to specific jobs rather than your entire work history?
- ☐ ☐ Are all acronyms and abbreviations that are not commonly known to all audiences spelled out?
- ☐ ☐ Did you address each area of the specialized experience?
- ☐ ☐ Did you include an transcript (Unofficial or official, refer to Announcement)?  
Did you address all Knowledge, Skills, and Abilities (KSAs) within the application or on a separate sheet of paper with FROM and TO dates and job title?
- ☐ ☐ Did you include your AFSC (Air NG) or MOS (Army NG) for drill status experience or previous military experience? (Part time, National Guard experience counts as full time experience (ex 12 drills = 1 yr experience)  
(From and To dates, job title, and duties for each AFSC/MOS is required.
- ☐ ☐ If your experience encompassed more than one job function, did you list the percentage of time in each function?
- ☐ ☐ Did you list all colleges and universities attended?  
(List semester or quarter hrs)
- ☐ ☐ Did you list dates for each period of experience?  
(From and To dates)
- ☐ ☐ Did you list other qualifications and dates? (Incentive awards, appraisal ratings for the past three years, valid licenses, certifications, etc.)
- ☐ ☐ Does your resume/application have an original signature and date?
- ☐ ☐ Make sure your application is received by COB on the closing date of the announcement and make copies for your records.